

Job Summary:

The job of Administrator I – Mild/Moderate is done for the purpose/s of planning, organizing, directing and administering programs for the Mild/Moderate in the Special Services division; to provide administrative and technical support to school districts; and to provide highly significant and complex staff assistance to the Assistant Superintendent, Special Services.

Essential Job Functions:

- Assists the Assistant Superintendent, Special Services, by attending meetings, Individual Education Plans (IEP's), due process hearings, events, etc.
- Administers special assignments and projects for the purpose of developing new models of effective service delivery.
- Develops long-range plans for the regional organization to include staffing, curriculum, facilities and program assessment and evaluation for the purpose of staying in compliance with current laws and emerging best practices.
- Develops/monitors interagency contracts with California Children's Services, Central Valley Resource Center and other agencies for the purpose of effective utilization of resources.
- Establishes control procedures for staff in Mild/Moderate programs for the purpose of ensuring adherence to office policies and procedures, and state and federal laws.
- Evaluates programs for the mild to moderate for the purpose of being in compliance with state and federal law; for long-range planning, and assessing staff development needs.
- Manages/directs programs for mild to moderate students for the purpose of ensuring appropriate educational services that comply with Individual Education Plans (IEP's) as well as state and federal law.
- Monitors/revises/updates specialized health care procedures for the purpose of ensuring student safety and compliance with recommended health care procedures.
- Prepares reports and surveys for the purpose of communicating effectiveness of programs to public, parents and professional groups.
- Schedules/coordinates/budgets fiscal and personnel resources for the purpose of ensuring equity throughout the county programs.
- Supervises/evaluates mild to moderate staff for the purpose of providing staff development and feedback and to ensure the competency of staff.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Analyze highly significant and complex problems, develop solutions and make effective decisions and recommendations;
 - Manage personnel and programs;
 - Communicate effectively, orally and in writing.
- **Knowledge of:**
 - State and federal laws governing Special Education and applicable Tulare County Office of Education policies, rules and regulations;
 - Educational principles, methods and materials related to the program for the mild/moderate;
 - Effective methods and techniques of contract development, negotiation and administration;
 - Inter-agency relationships, jurisdictional parameters and effective methods of program coordination;
 - Personnel management principles and practices including selection, training, supervision, and performance evaluation;
 - Principles and methods of modern finance and budget administration as they apply to the funding and reporting requirements of the program;
 - Advanced techniques in research, evaluation and assessment practices and guidelines in assigned field.
- **Ability to:**
 - Plan and administer a major program/area or a varied complex and sensitive service in accordance with applicable laws, codes, policies, regulations and procedures;
 - Develop and monitor appropriate internal program evaluation, research and reporting mechanisms;
 - Develop and monitor program and projects budgets; prepare and present a variety of financial reports and program and project summaries;
 - Effectively negotiate program objectives and evaluation criteria and monitor the program in accordance with prescribed procedures and standards;
 - Establish and maintain effective working relationships with a variety of groups, individuals, outside and community agencies;
 - Select, train, supervise and evaluate personnel.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results for organizational objectives; managing multiple staff; and supervising the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Education Required:

- Master's Degree

Experience Required:

- Job related experience in the capacity of special education program manager, program specialist or other similar position with increasing levels of responsibility is required.

Licenses, Certifications, Clearances, Bonding, and/ Testing Required:

- Valid California Administrative Credential.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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The Tulare County Office of Education prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should *immediately contact the school site administrator* and/or Human Resources at 559.733.6306. A copy of TCOE's Uniform Complaint Policy and Non-Discrimination Policy are available upon request.